

# **CITY OF TUALATIN**

## **Classification Description**

**Job Title:** Project Engineer  
**Department:** Community Development  
**Reports To:** City Engineer  
**FLSA Status:** Non Exempt

**SUMMARY:** Performs professional engineering work related to capital improvement projects. Independence of action is stressed. Prepares staff reports and decisions and gives oral presentations to the City Council. Assignments are general in nature, requiring the application of technical skill and knowledge.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

Designs and prepares plans and specifications for public works projects including streets, sanitary sewers, storm drains, water and other similar construction.

Conducts investigations, studies and prepares reports relating to items affecting City facilities or systems.

Reviews the development and presentation of engineered plans and specifications for a variety of public works construction projects to assure compliance with City standards and conditions of approval.

Prepares staff reports and decisions determining conditions of approval for development applications. Maintains records of applications, review proceedings, approvals, changes, correspondence, etc.

Represents City at various outside agency hearings and meetings. Attends City Council and Development Commission meetings.

Presents Engineering Division issues and recommendations to Council, Development Commission and Advisory Committees for discussion and consideration.

Coordinates work with other departments in the City as well as other governmental agencies that may be concerned or affected by various projects.

Responds to public inquiries concerning existing public facilities, traffic counts and projections, flood plain information, wetland information, addresses, tax lot numbers and construction restrictions and requirements.

Meets with and assists developers, contractors, landowners and interested persons to aid in the satisfactory completion of privately financed public works construction.

Processes a variety of land use applications: subdivisions, partitions, lot line adjustments, easements, right-of-way dedications, and plats

Assists in the preparation, implementation, updating and review of ordinances and codes.

Drives to city facilities, vendors, training programs, and meetings as necessary.

May act as City Engineer in absence of the City Engineer.

**SUPERVISORY RESPONSIBILITIES:** Provides guidance and technical assistance to professional and technical employees. Works under the direction of the City Engineer.

Supervision of other employees is not a normal responsibility of this position. May be assigned as a lead person to direct specific work activities of other employees on specific projects as assigned.

May oversee consultant engineering teams delivering engineering projects with the City.

**COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies:

**Adaptability** - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

**Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

**Attendance & Punctuality** – Consistently at work and on time; Arrives at meetings and appointments on time.

**Cost Consciousness** - Works within the approved budget; Conserves organizational resources.

**Customer Service** - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

**Dependability** - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

**Design** - Generates creative solutions; Applies design principles; Demonstrates attention to detail. Makes use of manual and software design tools.

**Diversity** - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

**Ethics** - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

**Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

**Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**Interpersonal Skills** – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

**Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

**Oral Communication** - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings.

**Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

**Planning & Organizing** – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives.

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

**Project Management** – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project activities.

**Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

**Teamwork** – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

**Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Bachelor's degree from an accredited college or university in Civil Engineering. Five (5) years of experience in professional civil engineering including experience in a lead capacity; or equivalent combination of education and experience.

**Certificates, Licenses, Registrations:** Possession of a valid Professional Engineer's License in Oregon, or the ability to obtain Professional Engineer's license through reciprocity from another state. The City Engineer shall determine a reasonable time period for obtaining Oregon Professional Engineer's License through reciprocity. Possession of, or the ability to secure possession of, a valid Oregon driver's license.

**Technical Skills and Abilities:** Thorough knowledge of Civil Engineering principles and practices as related to a wide variety of public works projects. Considerable knowledge of design, construction, inspection and maintenance of public works including utilities. Reasonable knowledge of engineering and land survey systems.

Ability to effectively coordinate and plan multiple long-range and short-range projects simultaneously. Ability to prepare and interpret engineering plans and specifications. Ability to prepare technical reports regarding engineering and planning issues. Ability to communicate clearly and concisely, both in a written format and in the form of oral presentations.

Ability to perform complex technical computations. Ability to use a personal computer. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationships with the public, other agencies and other employees. Ability to work under deadlines and manage priorities.

**Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and vibration. The noise level in the work environment is usually moderate.